



## **ETHICAL CODE**

(V1-short- Mar 2024)

### **Anti-bribery and Anti-corruption Policy:**

1. LANKA STAFF employees and management will never offer, promise, or give anything of value that could appear to be something that might encourage or reward someone for a decision to retain or obtain business in unethical manner .
2. Employees including management are not allowed to offer or receive anything of value to influence the awarding of business contracts, provide favours or offer gifts to government officials in exchange for favourable treatment.
3. No cash payments may be made to a client or any official except as needed for approved expenses documented in accordance with Company requirements.
4. All employees including management are required to refrains from offering any incentives to government officials, agents, agencies, or politicians to secure business opportunities.
5. To decline offers from government officials or representatives that come with the expectation of personal favours in return.
6. Payments, gifts, hospitality, or other favours given to a public sector or government official, or employee are strictly

prohibited as it may appear to be means of influence or a bribe.

- 7 All LANKA STAFF employees are required to be familiar with the Company's Anti-bribery and Anti-corruption Policy. Any questions regarding such policies should be directed to the Company's Management through email or by informing higher authority.

### **Political Neutrality and Political Independence:**

1. LANKA STAFF does not provide or accept political donations, ensuring our independence from political influences. Our company maintains a neutral stance in political matters, ensuring that our operations are free from political affiliations.
2. LANKA STAFF require their employees to be free from political influences regarding company business matters.
3. No political interventions in the company are accepted.

### **Fair Compensation:**

LANKA STAFF stands as a beacon of commitment to its workforce through its unwavering dedication to fair compensation. The company's pledge to pay wages at a minimum of 10% higher than the prevailing local market rate for comparable job roles exemplifies its determination to prioritize the well-being of its employees and uphold ethical standards in labour practices.

### **Employment Practices at Work:**

LANKA STAFF conducts operations based solely on the qualifications and credentials of individuals, eliminating favouritism and nepotism. We uphold the principles of fairness, equality, and excellence in every facet of our

operations. Our commitment to merit-based operations serves as the foundation of our business practices.

### **Community Contribution:**

LANKA STAFF envisions a future where Sri Lankan community is empowered, confident and equipped to succeed by allocating a portion of our profits to charitable endeavours or community-focused actions that positively impact local communities.

### **Respect for the Law:**

We uphold and respect the laws of Sri Lanka, ensuring that our operations remain compliant with the country's legal framework.

### **Environmental Responsibility:**

Our business operations must be conducted with utmost consideration for minimizing environmental impact on Sri Lanka's land, air, and oceans.

### **Profits to go back to Sri Lankan Economy**

It's our request and expectation from our stakeholders to profits to be invested or spent within Sri Lanka

### **Leading by Example:**

LANKA STAFF strives to be a model of an ethical company, inspiring other businesses to adopt responsible practices. Our ethical business practices are leading the emerging business to enhance the Sri Lankan economy.

***A profitable ethical public company which can be a model for others will be our gift to mother Sri Lanka.***

Danny Sean

CEO – Lanka Staff

